

NB: A temporary one-day license application must be made for all events serving alcohol except the following:

- A function at a private dwelling where there is no direct or indirect (e.g. caterer provides alcohol at a cost) sale of alcohol
- An event in a facility or establishment that already has a valid alcohol license

A fundraising event where people buy tickets or make a donation to attend does require a temporary license even if the money exchanged is not directly to pay for alcohol. IF YOU HAVE ANY QUESTIONS ABOUT WHETHER OR NOT YOUR EVENT REQUIRES THIS LICENSE, PLEASE CALL 617-796-1420.

INSTRUCTION SHEET FOR SPECIAL ONE-DAY TEMPORARY ALCOHOL LICENSES

1. Completed application(s) must be filed by 5 P.M. on the **first Wednesday** of each month. All hearings are held on the **third Tuesday** of each month, except during the month of December. A check must be submitted with the application.
2. The application must be approved by the License Commissioners prior to the event. The designated individual responsible for the event must appear at the hearing.
3. Events can only be held on the day and date approved by the License Commission at the hearing. Rain/snow dates for events must be noted on the application prior to approval.
4. Under **MGL, Chapter 138, Section 14**, the local Licensing Commission may issue special licenses for the sale of Wine and Malt Beverages to any enterprise, however, Special Licenses for the sale of All Alcoholic Beverages may **ONLY** be issued to Non-Profit Organizations.
5. Written confirmation by the owner of property where the event is being held must accompany the application. The letter must state that approval is given for sale/service of alcohol and specify the occupancy number for the location. Proof of insurance must be provided. **Note:** State law requires a written letter addressed to the Board approving sale/service of alcohol within or upon the premises if the location is a Church, Synagogue, Educational Facility or Grounds of Newton Parks & Recreation Department.
6. Alcohol service
 - a. A floor plan or diagram (8-1/2x11 sketch acceptable) showing the exact location within the event area where alcoholic beverages will be dispensed must accompany the application.
 - b. All alcohol must be purchased from a licensed **wholesaler** for any one-day liquor event. **Section 14 licensees CANNOT purchase alcoholic beverages from a package store, CANNOT transport more than a small amount of alcohol (MGL, Chapter 138, Section 22) and CANNOT accept donations of alcoholic beverages from anyone.** Event participants are also prohibited from bringing their own alcoholic beverages to the event.

- c. Alcohol must be dispensed at the event by someone who is server trained and/or familiar with the laws regarding the service of alcohol.
 - d. No one under the age of 21 years is allowed to purchase or consume alcoholic beverages. Identification must be provided and examined closely. Acceptable forms of identification include: valid MA Driver's License, MA Registry of Motor Vehicles Liquor Identification Card, Passport issued by the United States or country recognized by the United States, Passport card, valid Military Identification Card.
 - e. No more than two drinks may be delivered to one person at one time.
 - f. The area where the alcoholic beverages are being sold and consumed must be controlled and supervised. Individuals may not carry their alcoholic beverages outside the area approved for consumption.
- 7. According to the Regulations of the Newton Board of License Commissioners, **FOOD MUST ALWAYS BE SERVED AT EVENTS WHERE ALCOHOL IS SERVED.** Please contact 617-796-1420 to see if a temporary food license is required.
 - 8. The Board of License Commissioners requires a police detail if 150 or more people will be attending the event. It is the applicant's responsibility to contact the Police Department 617-796-2100 to arrange for these details. The Board reserves the right to require additional police details if the event seems to warrant this.
 - 9. A one-day temporary license will not be granted by the License Commission to any person(s), association, partnership or corporation while an application for an establishment alcohol license under Section 12 is pending before the licensing authorities. **A special license cannot cover any portion of a currently licensed premise.**
 - 10. No refund is possible after a special one-day temporary license has been issued if not used on date specified. Issuance occurs with the delivery of the license and not on the effective date of the license.
 - 11. The temporary license must be posted in the most conspicuous place at the location of event.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 138, s14.